



**United Christian Broadcasters**

# **Volunteer Application Form**

**Please return this form to:**

Human Resources Department

UCB Operations Centre

Westport Road

Stoke-on-Trent

Staffordshire

ST6 4JF

Tel: 0845 60 40 401 Fax: (01782) 764964



## **Volunteering Opportunities**

Thank you for your interest in volunteering at United Christian Broadcasters (UCB). Over the next few pages you will be introduced to various departments with different requirements for volunteers. Please prayerfully consider which department your skills, abilities and experience would be best suited to; then complete the rest of the application form.

When your application form is completed, please return it to:

Human Resources Department  
United Christian Broadcasters Ltd  
Operations Centre  
Westport Road  
Stoke-on-Trent  
ST6 4JF

Please be aware that sending in your application form does not necessarily guarantee a voluntary place. However, you will be contacted in due course regarding your application and to discuss any volunteering opportunities that are available and may be suitable for you.

You must be aware that by volunteering at UCB, you will not be entitled to any financial rewards or other benefits.

If you have any further questions regarding volunteering at UCB please do not hesitate to contact us on 01782 764 922

In the meantime, we pray that God will lead and guide you as you seek to serve Him.



## Volunteering Opportunities

*Please read through the following descriptions about each department in UCB. When you have decided which department you would most like to volunteer in, please complete the application form.*

### **Events and Promotions**

Events and Promotions is a dynamic and fun department that helps to create new relationships with other organisations and build on existing ones; this is achieved by working together in joint promotion to further God's Kingdom!

Working in conjunction with the Marketing and Broadcasting departments we raise awareness of UCB media platforms and materials by distributing resources at various activities and events all over the UK. This also includes exhibiting at events so that we can talk to people face to face about Jesus, UCB and to forge better links with the event organisers themselves.

Volunteers must be confident, friendly and enjoy working with others. Computer skills and a good telephone manner will be essential.

### **Finance**

The Finance Department is responsible for the processing of income and expenditure and the timely production of management reports and statistics.

Volunteers would need to have a high level of professionalism, integrity and awareness of confidentiality. Volunteers should ideally be computer literate with a good working knowledge of Microsoft Excel and Word. A willingness to carry out day-to-day office duties and confidence with numbers would be an asset in this department.

### **Fundraising and Supporter Relations Department**

UCB's Fundraising and Supporter Relations Department is responsible for building relationships with both individuals and charitable organisations. The department aims to maximise funding and partnership opportunities by responding to written correspondence and developing legacy, trust and major donor strategies.

Regular volunteers are required to help with donor research and general administration. Fundraising experience is an advantage but not essential. Experienced volunteers are also required to help source grants and trusts.



### **Hope Generation**

Hope Generation encompasses everything that UCB does for children and young people. This department works closely with the Ministry Support Department, distributing UCB resources targeted at children and young people and establishing good relationships between UCB, schools and youth organisations.

Much of the role of volunteers in Hope Generation will be similar to that of the Ministry Support Department and also working alongside the Hope Generation Interns.

### **Human Resources**

The primary responsibilities for the Human Resources Department are Employment Law, Health & Safety and Training. Volunteers would need to have a high level of professionalism, integrity and awareness of confidentiality. H.R. is an extremely busy department but can be very rewarding and exciting!

Volunteers must be computer literate and have a good knowledge and understanding of the Microsoft Office package; they must be willing to carry out day-to-day office duties and be sensitive to other members of staff who visit the office on a regular basis.

### **Republic of Ireland & Northern Ireland Offices**

UCB has offices in Dublin and Belfast. The Dublin office is setting up a satellite radio station for Ireland. Consequently, it is looking for volunteers to help with administration, marketing, radio production or presenting; with some experience in at least one of these fields, as well as being computer literate. An appreciation of UCB's vision of Changing Lives for Good through Christian radio and *The Word for Today* would also be helpful.

The office is situated near the Red Cow roundabout (Nangor Road). All enquiries should be sent to [ucb@ucb.ie](mailto:ucb@ucb.ie), or the Dublin Office at Unit A5 Riverview Business Park, Nangor Road, Dublin 12.

### **Logistics**

The Logistics Department processes incoming and outgoing post, delivers and collects post from all departments within UCB, picks and packs requests for UCB's resources and manages the warehouse and stock. During busy periods Logistics may require the assistance of volunteers who are willing and able to carry out manual labour. Volunteers must be friendly and courteous to all members of staff, visitors and service provider employees.



### **Marketing Department**

UCB's Marketing Department is responsible for maintaining UCB's brand image, promoting its eight products, the production of *The Word for Today* and the *Word 4U 2Day* and monthly newsletters. The Department also provides PR, visual design and development solutions, manages the website, e-newsletters and mobile marketing.

Regular volunteers with web experience are needed to help design banners, quality control the website plus general web administration. Other opportunities include marketing research and general marketing assistance.

### **Ministry Support**

Ministry Support offers a fast paced environment with much variety. Volunteers would have the opportunity to be involved with in-house events; both planning and implementing research and development of new projects, Hope Generation (UCB's youth development) and arranging travel for others in the Ministry team. Volunteers would need to be computer literate as much of the role includes administration, happy to make and receive telephone calls, be organised and also be a good communicator.

### **Prayerline**

The mission statement of UCB Prayerline is 'Praying for you, praying with you'. UCB operates a telephone line that is focused on simply praying with people in any place and at any time. Prayerline has many testimonies of lives changed for good. Volunteers will need to have a heart for prayer; whether it is responding to callers, answering emails or praying over prayer requests sent via text message and taken from the 24 hour answer machine. Prayerline are also looking for volunteers to help with administration. This role does not depend on volunteers being able to commit to long hours; just one or two hours each week would be greatly appreciated.

### **Radio Broadcasting**

The UCB Radio Broadcasting Department is responsible for the delivery of five radio stations to audiences on a variety of digital technologies. Deadlines have to be met on a regular basis; ranging from hourly news bulletins to on-air shifts; and scheduling to programming with a specific focus.

Computer literacy is needed to perform many tasks, combined with an ability to work in a creative environment. A professional attitude is required, facing each new task with a positive outlook and responding appropriately to the many visitors to the studios.



### **Supporter Care**

The UCB Supporter Care Department exists to build and maintain relationships with both individuals and also organisations. It aims to provide excellent customer service by efficiently answering postal enquiries in order to meet supporter requirements and expectations, always endeavouring to respond to each one of our supporters as representatives of Christ. Volunteers must be computer literate and have excellent communication skills.

### **Technical**

This department is responsible for the day-to-day running of UCB's technical infrastructure, future planning, upgrading, security and the implementation of new technologies at both the Hanchurch Broadcast Centre and the Burslem Operations Centre.

It is responsible for the smooth running of the broadcast operations, both Radio and TV, including the upkeep of the radio and TV studios, computer systems and other technical broadcast systems such as outside broadcasts etc. The work can be very demanding and volunteers would need to have a proven background in broadcasting or IT and be able to work in a professional manner to high standards.

Any volunteer must be reliable, flexible and able to work with staff at all levels and be able to show a positive customer focus with a can-do attitude.

### **UCB TV**

As UCB TV is a growing and expanding area of the ministry, it may need the assistance of volunteers to help in the areas of hospitality, some areas of production and general office duties. Volunteers would need to be flexible and willing to work wherever the need is and would need to be computer literate and be able to use various computer programmes confidently.

### **UCB2GO**

UCB2GO exists to provide the materials needed to help people grow with Christ. Through the catalogue, on-line store and other promotional activities, the vision is to see Bibles and other quality Christian resources flood into the homes of this nation, spreading the Good News of Jesus Christ. A range of volunteers are required to help write book reviews, upload products, quality control the website plus general administration.



## Volunteer Placement

Having had an opportunity to see how your gifts could be used at UCB, please select, in order of preference, the departments you would like to volunteer in, one being most preferred, twelve being least preferred.

<b>Finance</b>	<input type="checkbox"/>	<b>Events &amp; Promotions</b>	<input type="checkbox"/>
<b>Human Resources</b>	<input type="checkbox"/>	<b>Fundraising</b>	<input type="checkbox"/>
<b>Logistics</b>	<input type="checkbox"/>	<b>Ireland Offices</b>	<input type="checkbox"/>
<b>Ministry Support</b>	<input type="checkbox"/>	<b>Marketing</b>	<input type="checkbox"/>
<b>Radio Broadcasting</b>	<input type="checkbox"/>	<b>Prayerline</b>	<input type="checkbox"/>
<b>Technical</b>	<input type="checkbox"/>	<b>Supporter Care</b>	<input type="checkbox"/>
<b>UCB2GO</b>	<input type="checkbox"/>	<b>UCB TV</b>	<input type="checkbox"/>

Please give a brief explanation of why you would like to volunteer in the departments stated above, including any skills and experience you have that may be applicable to the needs of the department (attach additional sheets if necessary).

If there is a need for volunteers, when would you be able to start?

How many hours would you be willing to volunteer per week?



## Personal Details

Title:	Name:
Address:	
Post Code:	
Daytime Telephone Number:	
Evening Telephone Number:	
Date of Birth	
Nationality	
Do you hold a current Driving Licence?	Yes No

## Education, Training & Professional Qualifications (from age 12)

Name of School / College	Date from / Date to	Examinations taken	Subjects passed / Qualifications



## References

### Your present voluntary position or employer

(Or past employer or college tutor / school head if still studying)

Title:	Name:
Job Title:	
Address:	
Post Code:	

### Character Reference

Title:	Name:
Job Title:	
Address:	
Post Code:	

### Your Minister / Pastor / Church Leader

Title:	Name:
Job Title:	
Address:	
Post Code:	

Have you ever been convicted of a criminal offence? **Yes/No**

Are you subject to any court proceedings, or under investigation, for any alleged criminal offence? **Yes/No**

If yes please specify: \_\_\_\_\_

For some voluntary positions the Government encourages all voluntary agencies to investigate whether or not volunteers have any criminal history in the area of Child Protection. (Some positions will be subject to a CRB disclosure check under the Rehabilitation of Offenders Act 1974.)

Do you give consent to UCB to do so? **Yes/No**

In line with Data Protection Act 1998 UCB will retain application forms in a secure environment; no personal details will be passed on to third party organisations. Unsuccessful applications will be destroyed. Incomplete applications will not be considered. Please check your application before submitting it to make sure that all questions have been answered.



Due to the ethos and nature of UCB, we would expect volunteers to be in sympathy with our aims and objectives and positively seek to help UCB achieve them. It is therefore anticipated that volunteers will be Christians able to ascribe to UCB's Statement of Faith.

## **Other Information**

Please outline the skills and abilities you have gained through your education, work experience, hobbies, interests and Church life and how you will be able to use them to contribute positively to UCB.



## **UCB Statement of Faith**

The following statement summarises the UCB position in regard to matters of faith:

- 1) We believe in one God, eternally existent in three persons; the Father, the Son and the Holy Spirit.**
- 2) We believe that the Bible is divinely inspired and, therefore, is infallible and entirely trustworthy, and is the supreme and final authority in all matters of faith and conduct.**
- 3) We believe in the Lord Jesus Christ who is God revealed in human form, and we believe in His virgin birth, His sinless life, His miracles, and His atoning death.**
- 4) We believe in the bodily resurrection of Jesus Christ from the dead, in His personal return to consummate God's Kingdom, and in God's judgment of the world.**
- 5) We believe that all have sinned and are therefore under God's condemnation and are separated from Him.**
- 6) We believe that redemption from the penalty and the power of sin is possible only through the death and resurrection of Jesus Christ.**
- 7) We believe in the necessity of the work of the Holy Spirit to make the death of Christ effective for individual sinners, granting them repentance towards God and faith in the Lord Jesus Christ, and enabling the believers to live holy lives and to witness and work for Christ.**
- 8) We believe in the resurrection of all people, leading to eternal blessing for the believers and the eternal punishment for unbelievers.**
- 9) We believe that every believer is baptised into the Body of Christ by the Holy Spirit, and is responsible for keeping the unity of the Spirit by loving one another with a pure heart.**
- 10) We believe that the Christian Church has existed since the time of Christ's life on earth and will continue until His return.**

**I confirm that I am fully able to accept the Statement of Faith and that there is no additional doctrine that I believe which would detract from or which is inconsistent with this statement.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**



## UCB Statement of Volunteering

- 1) As a volunteer I agree to respect and keep confidential all personal data of any kind of which I become informed in the course of my duties.
- 2) As a volunteer I agree to comply with the requirements of the Data Protection Act.
- 3) UCB believes in the importance of prayer in all our work, as a volunteer, I will endeavour to attend team and prayer meetings, when convenient to do so.
- 4) I confirm and I accept that by volunteering at UCB I will not receive a salary, wage or benefits.
- 5) I accept that on occasions volunteers have been offered paid work in a different capacity within the organisation. Whilst this can happen, I shall not assume it will. My arrangement with UCB will be on a voluntary basis only.

### Agreement signature

I, (print name)..... agree to volunteer for UCB for the number of hours agreed by me, from time to time, with the UCB Management, and I agree to observe the working practices in force at UCB and summarised herein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_